



Greenwood County, SC

Job Description

FLSA: Exempt	Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Deputy Treasurer	Department: Treasurer	
Pay Grade: 118	Revised: 7/1/15	

General Description

The purpose of this job/class within the organization is to assume the duties of the Treasurer in their absence. The position is responsible for collection and distribution of real estate tax; coordinating operations of the office; procedures and policies and security.

This job/class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

Ensures software programs are working properly; and acts as a liaison with IT when there are system problems.

Assists Treasurer in developing and enforcing office policy.

Supervises the activities of subordinate professional and clerical personnel; supervisor duties include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee problems; and recommending employee discipline as appropriate. Reviews the work of subordinates for completeness and accuracy. Evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Works very closely with external auditors ensuring they have all documentation needed for a successful audit.

Analyze general ledger accounts for accuracy.

Manage miscellaneous projects and surveys as needed by County Treasurer.

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Verifies records posted to general ledger funds, including journal entries, accounts receivable, accounts payable, payroll, county taxes, municipal taxes, interest earned, bank accounts, bond accounts, grants, etc.

Assists with all financial reporting, including the Comprehensive Annual Financial Report and Annual Budget documents.

Supervises the distribution of funds to appropriate tax districts and other parties.

Oversee work on fixed asset process and grant accounting by Staff Accountant, including annual reporting and external audit.

Additional Duties:

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.





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Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department and/or handling of very large amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

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Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is very serious – affects the entire organization and the general public or loss of life and/or damage could occur and probability is very likely.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

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Handles or uses machines, tools, equipment or work aids involving little or no latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (**Does not include safety of subordinates**).*

Requires no responsibility for the safety and health of others

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in in Business, Finance, Accounting, Public Finance or closely related field.

Requires four years of related experience in municipal or county experience. Requires working knowledge of the South Carolina property tax system OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

List any certifications associated with this work here. If there are none, Indicate

None

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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